

# **MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**

## **Mandatory Basic Training Firearms Assessment**

**February 24, 2000**

The following description of the Mandatory Basic Training Firearms Standard was approved by the Commission on February 24<sup>th</sup>, 2000, and is effective immediately.

### **CONTENT OF EVALUATION PROCESS**

The evaluation process contains the following items:

- **Handgun Skill Training Evaluation** - This is a simplified form which is used to track the progress of the student during the firearms training process. The skill areas are identified in all three behavior areas, or by pass/fail as appropriate.
- **Handgun Skill Final Assessment** - This form is a pass/fail form used for the final handgun and general firearms skill evaluation of the recruit.
- **Handgun Skill Assessment Criteria** - The skill areas have been broken down into two behavior areas - Acceptable (pass), Unacceptable (fail). Anchor statements have been developed to identify the behaviors consistent with each of the behavior areas for each of the criteria. This process is not unlike the accepted method of field training evaluations in use by most departments.
- **Shotgun Skill Training Evaluation** - Like the handgun training evaluation form, this form is used to track the training progress of the student during shotgun training.
- **Shotgun Skill Final Assessment** - This form is a pass/fail form used for the final shotgun skill evaluation of the recruit.
- **Shotgun Skill Assessment Criteria** - This is like the handgun criteria, but designed to address the skills related to shotgun use only.

### **EVALUATION PROCESS GUIDELINES**

Evaluation of firearms training and proficiency is an ongoing process. A running evaluation log for each trainee/or 5 trainees may be utilized for evaluation purposes, with one required final assessment form for each trainee.

#### **Evaluation method**

The instructor shall make notes in the appropriate location of the evaluation form during the range training process. These notes shall be converted to the appropriate "pass-fail" evaluation on the final evaluation form at the end of the evaluation session. In the event that one evaluation session is being conducted by more than one instructor, each instructor shall initial his/her own comments with the chief instructor transposing the evaluation to the front (top on shotgun) of the form and shall initial same.

### **Final Evaluations**

Final Assessment notes for each course of fire may be documented on a running log. A final assessment form shall be completed for each trainee at the end of the firearms program.

The Final Assessment forms shall be used on assessment day, and for the one remedial assessment, if necessary. The running log evaluation forms shall be used for normal and remedial training.

### **Record Maintenance**

All firearms records, including all evaluation records, shall be maintained in accordance with MCOLES record retention guidelines.

## **HANDGUN SKILL ASSESSMENT CRITERIA**

<b><u>Evaluation Scale</u></b>		
<b>Pass (Acceptable)</b>		<b>Fail (Unacceptable)</b>

### **BASIC HANDLING**

#### **1- PROPERLY GRIPS HANDGUN**

PASS= Usually grips weapon properly while in holster - only occasional slight hesitation; Usually does not look away from area of responsibility while gripping gun in holster; Rarely has to re-grip gun before firing.

FAIL= Does not properly grip weapon while in holster; Takes eyes off area of responsibility to look toward weapon; Frequently re-grips weapon before firing.

#### **2- DRAWS HANDGUN SAFELY AND PROPERLY**

PASS= Generally draws weapon quickly, smoothly and with minimum of motion, using only one hand - only occasional slight hesitation; Eyes generally on area of responsibility, only looking away occasionally; Finger always off trigger until decision made to fire; Barrel never points above line of sight.

FAIL= Often hesitates when drawing weapon, often using two hands - motions exaggerated or not smooth; Often looks at weapon, rather than at area of responsibility; Finger occasionally enters trigger guard before decision appropriately made to fire and before weapon pointed at area of threat; Occasionally points weapon above line of sight.

#### **3- BALANCE AND STANCE**

PASS = Always maintains proper shooting position relative to the situation; Does not lose balance while shooting.

FAIL = Often fails to maintain proper stance/balance; Often off balance while shooting.

#### **4- HOLSTERS HANDGUN SAFELY AND PROPERLY**

- PASS= Generally holsters weapon quickly, smoothly and with minimum of motion, using only one hand (or as appropriate for specialized security holsters) - only occasional hesitation; Always secures weapon immediately upon holstering; Eyes generally on area of responsibility - looks away only occasionally; Finger off trigger. Barrel never points above horizontal; Always de-cocks weapon; thumb over hammer and/or end of slide; Never holsters an empty weapon unless directed to do so by the range officer.
- FAIL= Often hesitates when holstering weapon - often using two hands - motions exaggerated or not smooth; Often fails to secure weapon upon holstering; Often looks at weapon, rather than at area of responsibility; Finger occasionally remains in trigger guard; Occasionally points weapon above horizontal; Occasionally fails to de-cock weapon; Occasionally fails to place thumb over hammer and/or end of the slide; Holsters an empty weapon without being directed to do so by the range officer.

### **BASIC FIREARMS PROFICIENCY**

#### **5- GRIPS HANDGUN PROPERLY FOR FIRING**

- PASS= Generally maintains proper grip strength and position, only occasionally has to re-grip weapon.
- FAIL= Often has incorrect hand position and grip strength, occasionally causing stoppages; Often changes grip on weapon between shots while shooting.

#### **6- PROPERLY FUNCTIONS HANDGUN USING SIGHTS AND TRIGGER SIMULTANEOUSLY**

- PASS = Focuses on front sight while smoothly functioning trigger.
- FAIL = Fails to continuously focus on front sight while functioning trigger, occasionally shifting focus to target; occasionally looks over rear sight; occasionally pushes weapon, or recoils with it.

## **LOW LIGHT PROFICIENCY**

### **7- PROPERLY USES LIGHTING DURING LOW LIGHT EXERCISES**

PASS = Always uses light conditions for personal advantage; Uses available light to assist in correct target identification and acquisition; Never back-lights self or partner; Utilizes lights to illuminate target.

FAIL = Fails to use available lighting to personal advantage; Backlights self and partner; discloses self to adversary.

## **THREAT ASSESSMENT**

### **8- PROPERLY IDENTIFIES AND ASSESSES THREATENING TARGET(S)**

PASS = Is always aware of entire area of responsibility and can locate and identify threatening targets; Locates and identifies non-threatening targets, as well as those which have the potential to become threats; Assesses the threat level of hostile targets.

FAIL = Occasionally is unaware of portion of area of responsibility and occasionally has difficulty locating and identifying threatening targets; Occasionally has difficulty distinguishing threatening targets from non-threatening targets; Occasionally has difficulty identifying those targets which have the potential to become threats; Occasionally fails to accurately assesses the threat level of hostile targets.

### **9- DETERMINES THREAT VALIDITY**

PASS= Always engages threatening target(s), when appropriate, usually with challenge and identification; Usually engages closest/greatest threat first;

FAIL= Often fails to engage threatening target(s) and often fails to issue challenge and identify self; Seldom engages closest/greatest threat first;

### **10- REACTION TO SECONDARY ADVERSARIES**

PASS = Always scans area of responsibility for secondary adversaries.

FAIL = Fails to scan area of responsibility for secondary adversaries, goes on to complete other tasks (holster weapon, etc.)

## **11- BEHAVE EFFECTIVELY UNDER STRESS**

PASS = Always follows Commands, directives and courses of fire

FAIL = Occasionally fails to follow commands, directives and courses of fire; Occasionally loses ability to properly function weapon system under stress

## **TACTICS**

## **12- PROPERLY ISSUES VERBAL COMMANDS**

PASS= Usually uses verbal commands identifying self as a police officer; Usually gives clear and audible directions; Never issues directions which counter directions issued by another officer, unless necessary for legal, tactical or safety considerations.

FAIL= Seldom issues verbal commands identifying self as a police officer; Seldom gives clear and audible directions; Often issues directions which counter directions issued by another officer; Often fails to recognize other officer in control.

## **13- IDENTIFY AND UTILIZE COVER AND CONCEALMENT**

PASS= Always looks for cover; Always initiates movement to cover for a better tactical position when threat is recognized; Generally utilizes cover and concealment to best tactical advantage considering the suspect's perspective; Demonstrates knowledge of the differences between cover and concealment; Generally demonstrates proper shooting techniques from behind cover; Generally recognizes suspect's vulnerability by firing through concealment, when appropriate; Generally maintains distance from cover for best optical effect. Always maintains covered, or tactically sound position until threat is eliminated.

FAIL= Occasionally fails to look for cover; Occasionally fails to initiate movement to cover for a better tactical position when threat is recognized; Fails to utilizes cover and concealment to best tactical advantage considering the suspect's perspective; Fails to demonstrate knowledge of the differences between cover and concealment; Does not demonstrate proper shooting techniques from behind cover; Fails to recognize suspect's vulnerability by firing through concealment, when appropriate; Fails to maintain distance from cover for best optical effect. Occasionally fails to maintain covered, or tactically sound position until threat is eliminated.

#### **14- PROPERLY USES ALTERNATIVES TO COVER AND CONCEALMENT**

PASS = Alters profile when appropriate; Uses tactical retreat when alternatives are unacceptable; Keeps moving to avoid becoming a target; Demonstrates ability to accurately fire at threat while moving.

FAIL = Fails to alter profile when appropriate; Fails to use tactical retreat when alternatives are unacceptable; Fails to keep moving to avoid becoming a target; Fails to demonstrate ability to accurately fire at threat while moving.

#### **15- RELOADS HANDGUN IN TACTICAL SITUATION**

PASS= Usually aware of current state of ammunition supply; Reloads revolver in smooth and efficient manner without attempting to fire on an empty chamber; Usually reloads pistol in smooth and efficient manner before running out of ammunition.

FAIL= Often runs out of ammunition; Often fumbles reloads and/or unable to reload under stress; Often fails to recognize when empty.

#### **16- AGGRESSIVELY ADDRESSES SYSTEM STOPPAGES**

PASS = Always reactively recognizes system stoppages; Always able to clear stoppage quickly and efficiently and resume firing, if necessary.

FAIL = Fails to reactively recognize system stoppages; Not able to reactively clear stoppages in efficient manner.

### **SAFETY**

#### **17- GENERAL SAFETY**

PASS = Always demonstrates total concern for safe weapon handling - never draws weapon unless under the direction of an instructor, and then only in a safe location and manner; Always uses appropriate safety equipment ( eye and ear protection, etc) when potential of live fire is present; Never is involved in "horse play" when on the range or in the ready area; Never bends down or reaches forward of the firing line unless directed to do so by range officer. Always follows all directions.

FAIL = Occasionally fails to handle weapon safely - displays weapon to others without direction of instructor and/or in unsafe location; Occasionally has to be reminded to use eye and/or ear protection; Picks up brass or equipment when others are firing. Occasionally fails to follow directions.

## **18- SAFETY DURING TRAINING EXERCISES**

PASS = Always handles firearms safely - barrel always pointed in safe direction and finger always out of trigger guard, except when necessary to fire, even under stress; Always follows directions from Range Master or instructor.

FAIL = Occasionally fails to handle firearm safely - barrel occasionally pointed in unsafe direction; Finger occasionally enters trigger guard when in not firing; Occasionally fails to follow directions given by Range Master or instructor.



## **SHOTGUN SKILL ASSESSMENT CRITERIA**

### **Evaluation Scale**

**Pass  
(Acceptable)**

**Fail  
(Unacceptable)**

### **BASIC HANDLING**

#### **1- PROPERLY GRIPS SHOTGUN**

**PASS =** Usually grips the shotgun with the primary hand on the pistol grip of the shoulder stock; trigger finger is consistently behind the trigger guard or on the receiver over the guard; support hand is usually positioned on the forend so as not to cause pressure on the action or interference with the receiver; weapon is usually carried in a close high port position; consistently aware of position and direction of the muzzle.

**FAIL =** Often places hands improperly on the forend and shoulder stock; finger is occasionally inside of the trigger guard; weapon is occasionally carried in a manner that is not consistent with proper safety practices (e.g. slung over the shoulder, swinging along side of leg while walking, etc); is occasionally not aware of the position or direction of the muzzle.

#### **2- BALANCE AND STANCE**

**PASS =** Feet are approximately shoulder width apart; knees are slightly bent; weight is shifted slightly forward; body is at angle as in the Interview Stance/Defensive Tactics Stance.

**FAIL =** Feet are too close together or too wide apart for good balance; legs are straight and rigid; weight is too far forward or rearward causing student to lean and be off balance.

### **3- LOADING - ADMINISTRATIVE**

- PASS = Always performs a safety inspection before loading checking to see: that the safety properly functions; that the safety is engaged; weapon is pointed in a safe direction; opening the action to visually inspect the chamber, receiver, and magazine; visually inspects the barrel for debris, pitting, and bugles; always checks the forend and shoulder stock for tightness and damage; always functions the action to ensure smooth operation; always checks the action release to ensure proper operation. After performing the safety/operation inspection the student loads the weapon in the following manner: always points the weapon in a safe direction; functions the action to the closed/locked position; keeping the weapon pointed in a safe direction; applies the safety; turns the weapon to a muzzle down receiver up position; loads four rounds into the magazine; moves weapon to a close high port position; keeps finger off of the trigger and outside of the trigger guard.
- FAIL = Occasionally fails to perform a safety and function inspection as prescribed; occasionally fails to keep the weapon pointed in a safe direction; occasionally fails to properly prepare the weapon for loading before inserting rounds into the magazine; occasionally fails to maintain a close high port position after loading; occasionally places finger on the trigger or inside the trigger guard.

### **4- LOADING - COMBAT**

- PASS = Usually aware of the current state of ammunition supply; usually reloads the weapon in a smooth and efficient manner without attempting to fire on an empty chamber; usually reloads by feel without taking his eyes off of the area of responsibility; always maintains a shooting position while reloading; consistently keeps finger off of the trigger while reloading.
- FAIL = Often runs out of ammunition and attempts to fire on an empty chamber; often does not or can not load by feel and takes eyes off of area of responsibility when reloading; occasionally fails to maintain a shooting position when reloading; occasionally is not aware of finger position during reloading and places finger on the trigger.

### **5- UNLOADING**

- PASS = Always ensures that the safety is engaged before starting the unloading process; always keeps the muzzle pointed in a safe direction ( up whenever possible); always open action, extracting chambered round, if present; always removes rounds from the magazine by releasing the magazine catch, though occasionally has some difficulty; never extracts unfired rounds by functioning the action to cycle the rounds through the chamber; always inspects the magazine, chamber and receiver after unloading to ensure that the weapon is empty; ensures that the safety is on and the action is open before securing the weapon.

FAIL = Occasionally fails to check safety before starting the unloading process; unaware of muzzle position during unloading process; fails to open action to start unloading process; unloads by functioning the action to cycle rounds through the chamber and ejects them onto the ground; fails to inspect the magazine, chamber, and receiver after unloading; fails to check safety before securing the weapon.

### **SELECTION AND USE**

#### **6- SELECTS SHOTGUN WHEN APPROPRIATE**

PASS = Understands the limitations and attributes of the shotgun depending on the ammunition selected; can articulate pattern spread of shot and range of rifled slug; selects the shotgun under appropriate circumstances ( e.g. for a building search, an armed encounter, an alarm situation, etc); declines shotgun when appropriate (e.g. crowd situations, foot pursuits, etc).

FAIL = Can not articulate the limits of the shotgun or the appropriate selection of ammunition; often makes the wrong weapon selection based on circumstances (e.g. selects shotgun in crowded situations or in foot pursuits and fails to select the shotgun for alarm situations, etc).

## **7- FIRING THE SHOTGUN**

- PASS = Usually mounts the shotgun to the shoulder in a quick and smooth manner while the index finger releases the safety; usually fits the shotgun tightly into the shoulder pocket; cheek is usually seated onto the comb; support hand is usually properly positioned on the forend without rearward or forward pressure on the action and the support arm elbow is usually in a vertical position under the weapon; the primary hand usually grips the stock in a proper manner and the primary arm elbow is usually in a position parallel to the ground; the trigger finger is consistently outside of the trigger guard until the decision to fire has been made.
- FAIL = Often mounts the shotgun to the shoulder using stumbling or exaggerated motions; often fails to release the safety; shotgun is often placed outside of the shoulder pocket; cheek is seldom placed onto the comb; support hand is often placed improperly on the forend causing pressure on the action or interference with the receiver when functioning the action; the primary arm elbow is often hanging down pulling the weapon out of the proper firing position; trigger finger is occasionally on the trigger before the decision to fire has been made.

### **SAFETY**

## **8- SAFETY - GENERAL**

- PASS = Always: ensures that the shotgun is unloaded and the action is open during transport to/from building to vehicle or range; ensures that the safety is always engaged; is always aware of the position and direction of the muzzle.
- FAIL = Occasionally: fails to check shotgun for loaded/unloaded condition; action is not always open during transport to/from building to vehicle or range; does not check position of safety; is not aware of position and direction of the muzzle.

## **9- SAFETY DURING TRAINING EXERCISES**

- PASS = Always performs safety and function inspections before employing the shotgun in training exercises; always waits for commands before proceeding; is constantly aware of the direction and position of the muzzle of his and others weapons; fires only the prescribed course of fire; engages safety after each phase of fire.
- FAIL = Occasionally: does not perform a safety and function inspection before employing the shotgun in training exercises; does not wait for commands before proceeding; is not aware of the position and direction of the muzzle of his weapon and often not aware of other's weapons; fires other than the prescribes course of fire; does not engage the safety after each phase of fire.

## **SPECIFICATIONS**

### **Ammunition**

Each student shall fire a minimum of one thousand (1,000) rounds of handgun ammunition during handgun training. Handgun ammunition used for the final skill assessment is not counted in the one thousand (1,000) rounds. In addition, each student shall fire a minimum of fifty (50) rounds of shotgun ammunition for training. Shotgun ammunition used during the final skill assessment is not counted in the fifty (50) rounds.

Ammunition used for the final assessments shall be factory new ammunition, or re-manufactured ammunition by a licensed and insured ammunition re-manufacturer. The academy may elect to utilize ammunition that is less than the velocity specifications for all training exercises.

Re-manufactured ammunition used for final handgun skill assessment shall meet, or exceed, the following velocities, + or - 10% (measured at the muzzle):

.38	900 fps
.357 Mag	1,200 fps
9 MM	960 fps
.40 S&W	900 fps
.45 ACP	810 fps

Ammunition used for final shotgun skill assessment shall be factory new 12 ga. "00B" standard load (9 pellet) and rifled slug.

### **Targets**

Targets used for final skill assessment in Marksmanship, Close Combat (full and low-light) and Shotgun shall be MCOLES spec-TCQ-95 targets. This target will facilitate both marksmanship and close combat area scoring. The TCQ-95(A) target shall be used for the intermediate stage of the combat course of fire (full and low light).

### **Student/Instructor Ratios**

There shall be no more than five (5) students to one (1) instructor during live-fire exercises. There may be occasions when it is not safe to have more than one student to an instructor. These shall be evaluated on a case-by-case basis, depending on the type of exercise being conducted, the layout of the range, the experience of the instructor and the level of competence of the student(s).

### **Range Master**

During all live-fire exercises there shall be a designated Range Master in control of the range. The Range Master shall not be counted in the 1 to 5 ratio mentioned above.

### **Mandatory Student Equipment**

To some extent, the equipment used by the students in a basic academy will be dictated by the departments sponsoring the students, or by the equipment available individually, or through the academy for pre-service students. However, certain basic safety equipment shall be mandatory, and all other firearms related equipment shall be within a range of duty related parameters.

#### **Safety Equipment:**

- **Hearing protection:** Muff type hearing protection designed for use in the shooting sports is required at all times, both indoors and outdoors. Muffs shall provide a minimum attenuation of 25db. In addition, plug type hearing protection shall be used under the muffs when shooting on indoor ranges and at any time while shooting shotguns (the stock of the shotgun has a tendency to push the muff partially up over the ear on some shooters). The use of plugs alone is prohibited. It is difficult for the line officers to see plugs in a student's ears from behind, and plugs by themselves do not provide adequate protection from the blast of duty type handgun ammunition. (Refer to "Protect Your Hearing"; by Jackie Jamsheed, Shooting Sports USA, August, 1991)
- **Eye protection:** All students shall properly wear shatter resistant eye protection at all times on the range, even when they are not firing, as long as a firing exercise is in progress. Wrap around eye protection meeting ANSI standard Z 87.1 shall be required.
- **Hat:** All students shall wear a hat with a brim at all times on the range. The hat will help guard against hot brass from a semi-automatic pistol lodging behind the glasses. This is important for all shooters, even for individuals who are not firing a semi-automatic pistol at the time, because ejected brass from another shooter can be just as problematic.

## Firearm:

- **General:** All firearms used by academy students shall be of a police duty type (i.e.: no single-action-only revolvers; no target pistols or revolvers) and shall be inspected by a certified armorer/gunsmith. This inspection shall take place well in advance of the use of the firearms in a live fire exercise to allow for repair or replacement of a defective firearms. If the academy does not have access to an armorer/gunsmith who is certified the student using the firearm shall be required to present a current statement, on letterhead, from a certified armorer/gunsmith attesting to the safe condition of the particular firearm. This document shall be maintained on file at the academy.
- **In-service:** In-service students shall use the handgun that they will carry on duty for their department, regardless of caliber or type.

## Support Equipment:

- **Holster:** All holsters shall be a conventional duty-type holster suitable for normal uniform wear and designed to fit the handgun which is being used by the student. The holster shall also have a safety strap consistent with the design of modern duty uniform holsters. Generic nylon or leather holsters designed for sporting or non-uniform use are prohibited. Holsters used by in-service students shall be of the same type as the student will carry on the street with the department upon graduation from the academy.
- **Belts:** All belts shall be of a conventional duty-type design suitable for normal uniform, or fatigue uniform wear. The belt shall be designated as a holster belt, shall be strong enough and thick enough to properly support the holster during rapid drawing of the weapon, as well as holstering the weapon without allowing the holster to move around.
- **Under belt/keepers:** All students shall wear an appropriate under belt to which the duty belt can be attached. Even with the Velcro belt system, keepers shall be used to properly attach the duty belt to the under belt.
- **Loading equipment:** All students shall be required to have duty-type equipment to hold reloading devices (speed loaders, magazines, etc.) properly placed on the duty belt. It is important that the student be shown the proper placement and utilization of loading equipment to facilitate rapid reloading of the handgun under a variety of conditions, including, but not limited to, disabled hand loading, loading while seated in a car, loading while prone, etc. However, department policy for in-service students will take precedent over practicality, though the in-service student shall be made aware of any limitations resulting from department policy which dictates placement of equipment.
- **NIGHT/LASER SIGHTS:** The use of night sights or laser sights will be at the discretion of the academy director.

- **Miscellaneous:** The student shall train with all appropriate duty equipment properly placed on the duty belt. This equipment shall include a handcuff case and any other equipment required by a department for in-service students.

### **Miscellaneous Student Equipment (optional):**

- **Dummy rounds:** Students should have safe and practical dummy rounds available for reloading practice and for immediate action exercises for semi-automatic pistols. These dummy rounds should simulate the weight and form of live rounds to facilitate proper loading techniques and system stoppage immediate action drills while being **identifiably different** from loaded ammunition. In addition, they should be durable. Nylon or plastic rounds have a tendency to ship and break, particularly in semi-automatic pistols, often becoming stuck in the chamber. Loading a conventional pistol round without primer or powder can result in the bullet being pushed back into the case, thus reducing the effectiveness of the dummy round in a semi-automatic pistol. However, filling the cartridge case with hot glue after seating a bullet will prevent the aforementioned problem.
- **Magazine drop mats:** A piece of scrap carpet or some type of mat is useful in prolonging the life of magazines dropped during pistol reloading exercises.

### **Mandatory Instructor Equipment**

The chief instructor is responsible for the safety and operation of the students, as well as the instructors while on the range. This responsibility includes ensuring that the line instructors have the proper personal safety equipment and that all range safety equipment is present and operational.

### **Personal Safety Equipment:**

- **Hearing protection:** As with the students, muff type hearing protection designed for use in the shooting sports (minimum 25db attenuation) shall be used by instructors at all times, both indoors and outdoors. In addition, plug type hearing protection shall be used under the muffs when shooting is in progress on indoor ranges and at any time while shotguns are being fired. Remember that the use of plugs alone is prohibited. Plugs alone do not provide adequate protection from the blast of duty type handgun ammunition (refer to "Protect Your Hearing"; by Jackie Jamsheed, Shooting Sports USA, August 1991) and the instructor shall set a positive example for the students. Also, instructors are generally subjected to a great deal more noise pollution over a longer portion of their lives than the students, so adequate hearing protection is a must for long term survival of hearing capacity.

Amplified hearing protection designed for the shooting sports which will cut off the noise of gun shots, though expensive, is highly recommended. Used with plug type hearing protection, the amplified muffs allow the instructor the safety of hearing what is going on around him/her.



- **Eye protection:** All instructors shall properly wear shatter resistant eye protection at all times on the range while a firing exercise is in progress. ANSI Standard Z 87.1 wrap around eye protection is required. Again, a positive example is important.
- **Hat:** All instructors shall wear a hat with a brim at all times on the range. When coaching students the instructor's hat will help guard against hot brass from a semi-automatic pistol lodging behind the glasses. This is important for all instructors, even for individuals who are not instructing a student who is firing a semi-automatic pistol at the time, because ejected brass from another shooter can be just as problematic. Again, a positive example is important.

### **Instructor Identification/Uniformity:**

Instructors shall present a uniform and professional appearance at all times. Instructors shall be easily identifiable as instructors by their attire.

### **Range Safety Equipment:**

- **Personal voice communication:** It is vitally important that all instructors are able to communicate with the Range Master, and it is recommended that they are able to communicate with each other.
- **Visual communication:** The chief firearms instructor shall develop and implement a visual communication system that can be used to signal danger on the range (e.g., the line is safe, unsafe, etc.).
- **First aid:** Each instructor shall have access to a first aid kit suitable for treating injuries ranging from blisters on the trigger finger and "railroad tracks" on the support hand thumb to gunshot wounds.
- **Outside communication:** Each range officer shall also have immediate access to outside communication in case of an emergency. Police radio, conventional telephone, or cellular telephone is required.

### **Optional Instructor Equipment**

#### **Tools:**

- **Screw driver:** Useful for adjusting sights as needed (not to adjust sights to compensate for improper shooting technique), tightening grips, or the strain screw on S&W revolvers.

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- **Allen wrenches:** Useful for adjusting tension screws on some holsters, as well as some grip screws.
- **Extraction rod:** An 8' long rod (a 5/16" bolt with the threads cut off and ground smooth is ideal) which can be used to extract stuck dummy rounds on the line, or bullets from squib rounds in a safe area off the line.
- **Tooth brush:** (Metal or nylon) Useful for brushing debris from under the extractor of a revolver which is hanging up.
- **Complete armorer's tool kit:** There should be an armorer with a tool kit available on the range at all times, if possible.

### **Demonstration Equipment:**

Instructors should have unloaded or dummy weapons and proper support equipment with which to demonstrate techniques.

## **HANDGUN ASSESSMENT STANDARD FOR INTERIM STANDARD**

### **ASSESSMENT PROCESS**

- A. Each stage (Marksmanship, Close Combat, Intermediate Combat, Low Light, and Shotgun) may be assessed at any time the chief firearms instructor believes the trainees are ready for that assessment.
- B. Each stage assessment shall be in compliance with the pass/fail standard described below.
- C. Stages;
  - 1. Marksmanship: assessed when ready (aiming point allowed).
  - 2. Close Combat/Intermediate Combat: assessed when ready
    - a. Each stage (close and intermediate combat) may be assessed separately. For example, close combat could be assessed in total, followed by intermediate combat. This would eliminate the need for moving targets at different distances.
    - b. Low light may be assessed during this same assessment period. Once the close combat stage is completed, low light for that stage could then be assessed.
- D. **100% accountability for all shots fired is required as described in the course of fire.**

**HANDGUN COURSE OF FIRE - FULL LIGHT**

<b>MARKSMANSHIP COURSE</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
15 Yards	90 Seconds	TCQ-95, Placing an <b>aiming point</b> on the target is <b>allowed</b> .	12	Standing, Kneel, Prone	11 out of 12 shots in center mass ring, 1 shot allowed in combat scoring ring

<b>CLOSE COMBAT COURSE</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
4 Yards	3 Seconds per target exposure	TCQ-95 (2 targets min 3ft apart)	6	<b>Exp. 1:</b> From the holster, draw and fire 1 round at each target.  <b>Exp. 2:</b> From the ready position, fire 1 round at each target  <b>Exp. 3:</b> With the handgun in the secondary hand <b>only</b> , fire 1 round at each target.	All 6 rounds must be within the combat scoring area.

<b>INTERMEDIATE COMBAT COURSE</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
1 target at 7 Yards and 1 target at 10 Yards	4 Seconds per 2 shot target exposure, 6 Seconds per 4 shot target exposure	<b>TCQ-95(A)</b>	12	<b>Trainee must appear from a different position on each exposure. 1 exposure from off-hand side of cover, and 1 exposure from the covered kneeling position is required.</b>  <b>Exp. 1:</b> 1 round at each target. - 4 seconds.  <b>Exp. 2:</b> 2 round at each target. - 6 seconds, <b>mandatory</b> reload.  <b>Exp. 3:</b> 2 round at each target. - 6 seconds.  <b>Exp. 4:</b> 1 round at each target. - 4 seconds.	<b>10 rounds must be within the combat scoring area, 2 rounds are allowed within the confines of the silhouette.</b>

\*The bullet diameter must be within the silhouette. Those shots that are so close that is difficult to make this determination should be resolved in favor of the trainee.

**HANDGUN COURSE OF FIRE - REDUCED LIGHT**

- For the reduced light course of fire, there must be a sufficient amount of light to identify the target as a threat.
- Flashlights may not be used to illuminate the targets or firearm.
- Any artificial light must be placed in front of the shooter so that it does not illuminate the shooter or the shooter's firearm.
- Artificial lighting devices shall be placed in such a manner that they do not present a safety hazard.
- All targets shall have essentially the same amount of illumination.

<b>CLOSE COMBAT COURSE</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
4 Yards	3 Seconds per target exposure	TCQ-95 (2 targets min 3ft apart)	6	<b>Exp. 1:</b> From the holster, draw and fire 1 round at each target.  <b>Exp. 2:</b> From the ready position, fire 1 round at each target  <b>Exp. 3:</b> With the handgun in the secondary hand <u>only</u> , fire 1 round at each target.	All 6 rounds must be within the combat scoring area.

<b>INTERMEDIATE COMBAT COURSE</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
1 target at 7 Yards and 1 target at 10 Yards	4 Seconds per 2 shot target exposure, 6 Seconds per 4 shot target exposure	TCQ-95(A) <b>NOTE: Must use this target for the intermediate stage of fire</b>	12	<b>Trainee must appear from a different position on each exposure. 1 exposure from off-hand side of cover, and 1 exposure from the covered kneeling position is required.</b>  <b>Exp. 1:</b> 1 round at each target. - 4 seconds.  <b>Exp. 2:</b> 2 round at each target. - 6 seconds, <u>mandatory</u> reload.  <b>Exp. 3:</b> 2 round at each target. - 6 seconds.  <b>Exp. 4:</b> 1 round at each target. - 4 seconds.	10 rounds must be within the combat scoring area, 2 rounds are allowed within the confines of the silhouette*. (Note: see data collection on page 24)

\*The bullet diameter must be within the silhouette. Those shots that are so close that is difficult to make this determination, should be resolved in favor of the trainee.

**SHOTGUN PROFICIENCY ASSESSMENT**

<b>SHOTGUN ASSESSMENT STAGE 1</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
15 Yards	25 Seconds	TCQ-95	5 rounds, 00 Buck (9 pellet load)	Standing. Administrative load 4 rounds. Under direction, chamber a round and add the 5th round to the magazine. On command, fire 5 rounds and immediately combat load 5 rounds of slugs. Unload, under supervision, for evaluation.	70% of pellets must be on the silhouette.

<b>SHOTGUN ASSESSMENT STAGE 2</b>					
<b>Distance</b>	<b>Time</b>	<b>Target</b>	<b>Rounds</b>	<b>Position</b>	<b>Score</b>
15 Yards	25 Seconds	TCQ-95	5 rounds, slug	Combat load 5 rounds of slugs. Fire 5 rounds from the standing position.	All slugs must be within the center mass ring.

## PASS/FAIL STANDARD

### DEFINITIONS

1. **Assessment:** Consists of 2 attempts by a trainee to pass the stage of fire currently being assessed.
2. **Attempt:** Consists of 2 out of 3 tries at passing the stage of fire currently being assessed.
3. **Try:** The firing one time of the stage of fire currently being assessed.

The standard for passing the (handgun & shotgun) assessment is as follows:

#### **First Assessment**

1. The trainee is allowed 2 out of 3 tries to pass each stage (first attempt - first assessment).
2. If the trainee does not pass 2 out of three tries, he/she shall be re-mediated in that stage. Re-test may occur on the same day at the discretion of the chief firearms instructor and request by the trainee.
3. The trainee is re-tested (second attempt - first assessment) and allowed three tries to pass the stage failed (i.e., must pass 2 out of 3 tries).
4. If the trainee does not pass 2 out of 3 tries, he/she has failed the first assessment.

#### **Second Assessment**

1. The trainee shall be re-mediated in the stage failed. This second assessment may be held on the same day at the discretion of the chief firearms instructor and request by the trainee.
2. The trainee is allowed 2 out of 3 tries to pass the failed stage (first attempt - second assessment).
3. If the trainee does not pass 2 out of 3 tries, he/she shall be re-mediated in that stage.
4. The trainee is re-tested and allowed 2 out of 3 tries to pass the stage (second attempt - second assessment).
5. If the trainee does not pass 2 out of 3 tries, he/she has **failed\*** the firearms course.

**\* A failure at this point requires the trainee to repeat an entire police academy. The first and second assessment (if required) must be completed within the beginning and end dates of the MCOLES approved training session.**

## **DOCUMENTATION**

Documentation is required. A running log may be utilized for each recruit or 5 recruits during the training, and one final evaluation for each recruit upon completion of training.

### **603**

The Commission's 603 policy applies to trainees who have been injured or were the victim of an emergency during training that prevented them from completing training and/or assessment.

Revision Date: 5 May, 2000

Publish Date: 24 February, 2000



**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**HANDGUN SKILL FINAL EVALUATION**

School Code \_\_\_\_\_

INSTRUCTOR	TRAINEE NAME	DATE

1. Properly grips handgun while in holster (no change for firing)	PASS	FAIL
2. Draws handgun safely and properly	PASS	FAIL
3. Assumes proper balanced stance	PASS	FAIL
4. Recovers handgun to holster safely and properly, without looking	PASS	FAIL

5. Grips handgun for proper firing	PASS	FAIL
6. Properly functions handgun using sights and trigger simultaneously	PASS	FAIL

7. Properly uses available lighting during reduced light exercises	PASS	FAIL
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8. Properly identifies and assesses threatening target(s)	PASS	FAIL
9. Determines threat validity	PASS	FAIL
10. Properly reacts to secondary adversaries	PASS	FAIL
11. Behaves effectively under stress	PASS	FAIL

12. Properly issues verbal commands	PASS	FAIL
13. Identifies and properly uses cover and concealment	PASS	FAIL
14. Properly uses alternatives to cover and concealment	PASS	FAIL
15. Properly reloads handgun in tactical situations	PASS	FAIL
16. Properly and aggressively addresses system stoppages	PASS	FAIL

17. Demonstrates proper firearm safety off the range	PASS	FAIL
18. Demonstrates proper firearm safety on the range	PASS	FAIL

**Comments are required on the back of this form for all FAILURES.**

(\*For each Try, Mark "P" for Pass, or "F" for Fail) (\*\* Check if Pass)

STAGE OF FIRE	TRY 1*	TRY 2*	TRY 3*	PASS**
MARKSMANSHIP				
FULL LIGHT CLOSE COMBAT				
LOW LIGHT CLOSE COMBAT				

STAGE OF FIRE	TRY 1*	TRY 2*	TRY 3*	PASS**
FULL LIGHT INTERMEDIATE COMBAT				
LOW LIGHT INTERMEDIATE COMBAT				

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**HANDGUN SKILL EVALUATION**

**Training Log**

\_\_\_\_\_  
School Code

<b>TRAINEE NAME</b>	<b>FIREARMS TRAINING START DATE</b>

DATE	INSTRUCTOR INITIAL	CRITERIA NUMBER	PROGRESS/ACTIVITY/COMMENTS

\* Reference the Criteria listed on the back of this form.  
Use additional pages as needed

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**HANDGUN SKILL EVALUATION**  
**Training Log**

\_\_\_\_\_  
School Code

TRAINEE NAME	DATE	PROGRESS/ACTIVITY/COMMENTS
1		
2		
3		
4		
5		

\* Reference the Criteria listed below.

**HANDGUN SKILL EVALUATION CRITERIA**

**BASIC HANDLING**

1. Properly grips handgun while in holster (no change for firing)
2. Draws handgun safely and properly
3. Assumes proper balanced stance
4. Recovers handgun to holster safely and properly, without looking

**BASIC FIREARMS PROFICIENCY**

5. Grips handgun for proper firing
6. Properly functions handgun using sights and trigger simultaneously

**REDUCED LIGHT PROFICIENCY**

7. Properly uses available lighting during reduced light exercises

**THREAT ASSESSMENT**

8. Properly identifies and assesses threatening target(s)
9. Determines threat validity
10. Properly reacts to secondary adversaries
11. Behaves effectively under stress

**TACTICS**

12. Properly issues verbal commands
13. Identifies and properly uses cover and concealment
14. Properly uses alternatives to cover and concealment
15. Properly reloads handgun in tactical situations
16. Properly and aggressively addresses system stoppages

**REDUCED LIGHT PROFICIENCY**

17. Demonstrates proper firearm safety off the range
18. Demonstrates proper firearm safety on the range

# **MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**

## **HANDGUN SKILL EVALUATION CRITERIA**

### **BASIC HANDLING**

1. Properly grips handgun while in holster (no change for firing)
2. Draws handgun safely and properly
3. Assumes proper balanced stance
4. Recovers handgun to holster safely and properly, without looking

### **BASIC FIREARMS PROFICIENCY**

5. Grips handgun for proper firing
6. Properly functions handgun using sights and trigger simultaneously

### **REDUCED LIGHT PROFICIENCY**

7. Properly uses available lighting during reduced light exercises

### **THREAT ASSESSMENT**

8. Properly identifies and assesses threatening target(s)
9. Determines threat validity
10. Properly reacts to secondary adversaries
11. Behaves effectively under stress

### **TACTICS**

12. Properly issues verbal commands
13. Identifies and properly uses cover and concealment
14. Properly uses alternatives to cover and concealment
15. Properly reloads handgun in tactical situations
16. Properly and aggressively addresses system stoppages

### **REDUCED LIGHT PROFICIENCY**

17. Demonstrates proper firearm safety off the range
18. Demonstrates proper firearm safety on the range

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**SHOTGUN SKILL FINAL EVALUATION**

\_\_\_\_\_  
**School Code**

INSTRUCTOR	TRAINEE NAME	DATE

1. Properly grips and holds shotgun for carry and use	PASS	FAIL
2. Assumes proper balanced stance for firing	PASS	FAIL
3. Loading - Administrative	PASS	FAIL
4. Loading - Combat	PASS	FAIL
5. Unloading	PASS	FAIL

6. Selects shotgun when appropriate	PASS	FAIL
7. Mounting and functioning the shotgun	PASS	FAIL
8. Firing the shotgun	PASS	FAIL

9. Demonstrates proper firearm safety off the range	PASS	FAIL
10. Demonstrates proper firearm safety on the range	PASS	FAIL

**Comments are required on the back of this form for all FAILURES.**

<b>COMMENTS</b>
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<b>INSTRUCTOR RECOMMENDATIONS</b>
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STAGE OF FIRE	Try*			PASS**
	1	2	3	
00 BUCK				
SLUG				

\* For each Try, mark "P" Pass or "F" Fail

\*\* Check if Passed

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**SHOTGUN SKILL EVALUATION**

**Training Log**

\_\_\_\_\_  
School Code

<b>TRAINEE NAME</b>	<b>FIREARMS TRAINING START DATE</b>

DATE	INSTRUCTOR INITIAL	CRITERIA NUMBER *	PROGRESS/ACTIVITY/COMMENTS

\* Reference the Criteria listed on the back of this form.  
Use additional pages as needed

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**SHOTGUN SKILL EVALUATION**  
**Training Log**

\_\_\_\_\_  
School Code

TRAINEE NAME	DATE	PROGRESS/ACTIVITY/COMMENTS
1		
2		
3		
4		
5		

\* Reference the Criteria listed below.

**BASIC HANDLING**

1. Properly grips and holds shotgun for carry and use
2. Assumes proper balanced stance for firing
3. Loading - Administrative
4. Loading - Combat
5. Unloading

**SELECTION AND USE**

6. Selects shotgun when appropriate
7. Mounting and functioning the shotgun
8. Firing the shotgun

**SAFETY**

9. Demonstrates proper firearm safety off the range
10. Demonstrates proper firearm safety on the range

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
**SHOTGUN SKILL EVALUATION**

**BASIC HANDLING**

1. Properly grips and holds shotgun for carry and use
2. Assumes proper balanced stance for firing
3. Loading - Administrative
4. Loading - Combat
5. Unloading

**SELECTION AND USE**

6. Selects shotgun when appropriate
7. Mounting and functioning the shotgun
8. Firing the shotgun

**SAFETY**

9. Demonstrates proper firearm safety off the range
10. Demonstrates proper firearm safety on the range